

## Exhibit 300: Capital Asset Summary

### Part I: Summary Information And Justification (All Capital Assets)

#### Section A: Overview & Summary Information

**Date Investment First Submitted:** 2009-06-29  
**Date of Last Change to Activities:** 2012-03-02  
**Investment Auto Submission Date:** 2012-02-23  
**Date of Last Investment Detail Update:** 2012-02-23  
**Date of Last Exhibit 300A Update:** 2012-04-30  
**Date of Last Revision:** 2012-05-23

**Agency:** 027 - Office of Personnel Management      **Bureau:** 00 - Agency-Wide Activity

**Investment Part Code:** 01

**Investment Category:** 24 - E-Gov & LoB initiatives

**1. Name of this Investment:** EHRI electronic Official Personnel Folder (eOPF)

**2. Unique Investment Identifier (Ull):** 027-999991219

#### Section B: Investment Detail

- 1. Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

The EHRI Program is an e-Government initiative designed to leverage the benefits of information technology as required by the E-Government Act of 2002. The Program supports the strategic management of human capital by providing agency customers with access to timely and accurate federal workforce data. In support of this objective, EHRI has the following goals: (1) streamline and automate the exchange of federal employee human resources (HR) information Governmentwide; (2) provide comprehensive knowledge management and workforce analysis, forecasting, and reporting across the Executive Branch; (3) maximize cost savings captured through automation; and (4) enhance retirement processing throughout the Executive Branch. The electronic Official Personnel Folder (eOPF) is a web-based application that is capable of storing, processing, and displaying the OPFs of all current, separated, and retired Federal Employees. The system will replace the existing manual HR process by automating the Federal Government HR processes and thereby creating a streamlined Federal HR system for all Federal Employees. When fully implemented, the eOPF will cover the entire Executive Branch with a total user population of more than 1.9M. The eOPF system is offered through a fee-for-service arrangement with implementing agencies. EHRI also offers a suite of Analytic Tools to customers on a fee-for-service basis, enabling agencies to perform workforce analyses and forecasting on more than 1.9M federal employees. Both eOPF and the Analytic Tools enable agencies to

hire and retain the best, supporting the OPM strategic goal to "Ensure the Federal workforce and its leaders have the tools, systems, and resources to perform at the highest levels to achieve superior results." The eOPF also supports the OPM strategic goal to "Provide the training, benefits, and work-life balance necessary for federal employees to succeed, prosper, and advance in their careers" by enabling employees to verify benefits information, improving employee satisfaction. The primary beneficiaries of this investment are (1) current and former Federal employees who depend on employee records for employee eligibility, benefits, and other HR actions; (2) managerial and supervisory employees who require limited access to employee data; (3) Agency HR functional specialists whose duties and responsibilities require access to HR data on employees. EHRI relies on the CBIS and EIO investments.

**2. How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.**

This investment enables OPM to offer the following products and services to Government Agencies, closing identified agency performance gaps: -Governmentwide e-exchange. EHRI has developed an eOPF that can be accessed and exchanged among Federal Agencies. -Streamlined retirement processing. Retirement adjudicator access to eOPF permits access to information which formerly had to be requested from the Agency. -24/7 employee access to records. All employees will now be able to view their eOPF online 24 hours a day, 7 days a week to ensure data accuracy. -Streamlined clearance process. EHRI supports the Federal employee clearance process by enabling centralized employee record checks and supporting a more efficient clearance process. Under a fee-for-service funding model, customer agencies pay for the services received. Therefore, funding reductions at customer agencies could mean reduced levels of help desk coverage for Federal employees who use eOPF and/or reduced support to agencies by the Northrop Grumman Production Support team. The inability of the customers of an agency to pay for annual license maintenance could result in the shutdown of its agency eOPF instance, meaning federal employees or HR Specialists would no longer have access to the system to view eOPFs. It is important to note that the current FY 2012 baseline is based on anticipated funding for projects that may or may not occur and it is inappropriate to establish milestones for projects that have not been funded by customer agencies. Milestones will be added to the baseline as customer agencies fund projects. Additionally, several activities are currently on hold pending the OPM financial system coming back online so that awards can be made to the software vendor. Specifically, pending activities include the eOPF Assessment Phase for Air Force, DFAS, National Guard, and Navy. Once the OPM financial system is back online in FY 2012 and awards can be made to the vendor, EHRI will add these milestones to the baseline. Upon completion of the eOPF Assessments for these DoD components, eOPF Implementation Phase activities will be added as milestones to the baseline.

**3. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.**

EHRI expects to achieve a total of more than 1.6M cumulative HR folders on the eOPF system by year-end FY 2011. The program now has more than 80 Agencies on the eOPF system, with additional Agencies currently being implemented. In addition, EHRI received funding from the DoD to begin eOPF Assessment for all DoD components. A kickoff meeting

was held in August 2011. The Assessment Phase for these components cannot be scheduled until the OPM financial system comes online in October 2011. In FY 2011, EHRI also successfully rolled out the eOPF transfer capability to Agencies, a significant accomplishment and one that was anxiously anticipated by the Agencies. As of July 2011, nearly 23,000 electronic folders had been transferred to the National Personnel Records Center and nearly 3,000 electronic folders had been transferred between Agencies. Lastly, EHRI completed the ePerformance module for the Bureau of Prisons, a web-based performance evaluation system that works in tandem with eOPF.

**4. Provide a list of planned accomplishments for current year (CY) and budget year (BY).**

With more than 80 percent of the Executive Branch using the eOPF system, it is important for EHRI to continue its rollout of the eOPF application to remaining agencies in FY 2012 in order to maximize cost efficiencies captured through automation and to achieve the mandate from the Office of Management and Budget (OMB) mandate to bring all agencies online by December 31, 2013. In order to achieve this goal, in FY 2012 and FY 2013 EHRI will continue moving forward with eOPF assessments, deployments, and folder conversions. The largest agency eOPF deployment to date for the Department of Defense (more than 600,000 civilian employees) kicked off in July 2011 and will continue throughout FY 2012 and FY 2013. EHRI will also continue to provide eOPF hosting services and the analytical tools product offering. EHRI will also continue implementing the ePerformance application at the Department of Energy.

**5. Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2003-08-01

## Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding

	PY-1 & Prior	PY 2011	CY 2012	BY 2013
Planning Costs:	\$3.6	\$0.0	\$0.0	\$0.0
DME (Excluding Planning) Costs:	\$152.1	\$9.2	\$15.7	\$20.4
DME (Including Planning) Govt. FTEs:	\$2.6	\$0.2	\$0.7	\$0.8
Sub-Total DME (Including Govt. FTE):	\$158.3	\$9.4	\$16.4	\$21.2
O & M Costs:	\$77.3	\$24.7	\$40.8	\$46.8
O & M Govt. FTEs:	\$1.5	\$0.6	\$0.6	\$0.6
Sub-Total O & M Costs (Including Govt. FTE):	\$78.8	\$25.3	\$41.4	\$47.4
Total Cost (Including Govt. FTE):	\$237.1	\$34.7	\$57.8	\$68.6
Total Govt. FTE costs:	\$4.1	\$0.8	\$1.3	\$1.4
# of FTE rep by costs:	28	10	10	10
Total change from prior year final President's Budget (\$)		\$34.7	\$57.9	
Total change from prior year final President's Budget (%)		0.00%	0.00%	

**2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:**

Fee-for-service dollars have changed based on the latest information from customer agencies.

## Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy

Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded		<a href="#">W0010</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0016</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0022</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0045</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0055</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0064</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0058</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0076</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0067</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0053</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0056</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0059</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0062</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0054</a>	OPM1710A000 1	2400							
Awarded		<a href="#">W0060</a>	OPM1710A000 1	2400							

Table I.D.1 Contracts and Acquisition Strategy

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Awarded		<a href="#">W0071</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0013</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0012</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0021</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0072</a>	OPM1710A0001	2400							
Awarded		OPMBPC490900013	BPA490900002	2400							
Awarded		<a href="#">W0011</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0020</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0024</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0025</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0034</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0044</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0047</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0050</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0066</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0061</a>	OPM1710A0001	2400							

Table I.D.1 Contracts and Acquisition Strategy											
Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded		<a href="#">W0068</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0078</a>	OPM1710A0001	2400							
Awarded		<a href="#">W0079</a>	OPM1710A0001	2400							
Awarded		W0085	OPM1710A0001	2400							
					Solicitation ID	Type of Contract/Task Order (Pricing)	PBSA	Effective date	Extent Competed	Short description of acquisition	
						Firm Fixed Price	Y	2011-11-10	U	NAVY ASSESSMENT	

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:  
Not Applicable



## Exhibit 300B: Performance Measurement Report

### Section A: General Information

**Date of Last Change to Activities:** 2012-03-02

### Section B: Project Execution Data

**Table II.B.1 Projects**

Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
eOPF	Electronic Official Personnel Folder (eOPF)	eOPF is a web-based application that is capable of storing, processing, and displaying the OPFs of all current, separated, and retired Federal Employees. When fully implemented, the eOPF will cover the entire Executive Branch with a total user population of more than 1.9M. EHRI provides the eOPF application through a fee-for-service arrangement with implementing agencies. This project includes Assessments, Implementations, software licenses, and backfile conversion.			

### Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M)	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
eOPF	Electronic Official Personnel Folder							

## Activity Summary

Roll-up of Information Provided in Lowest Level Child Activities

Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M )	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
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(eOPF)

## Key Deliverables

Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days )	Schedule Variance (%)
eOPF	Fee-for-Service FY11 eOPF Implementation DoD (partial), Treasury (partial)		2011-09-30	2011-09-30	2011-09-30	365	0	0.00%
eOPF	Fee-for-Service FY11 Hosting, Operations and Maintenance		2011-09-30	2011-09-30	2011-09-30	364	0	0.00%
eOPF	RSA FIM Software Purchase	This acquisition is needed to provide EHRI client agencies with an E-Authentication solution that effectively interfaces with eOPF.	2011-10-31	2012-01-31	2012-02-29	30	-121	-403.33%
eOPF	ePower License Maintenance Q1	ePower License Maintenance paid to software vendor on a quarterly basis. Assumes 1.3M licenses.	2011-12-31	2011-12-31	2011-12-31	91	0	0.00%
eOPF	Penetration Testing Q1 (External)	Quarterly penetration testing (done remotely)	2011-12-31	2011-12-31	2011-12-06	91	25	27.47%
eOPF	Penetration Testing Q1 (Internal)	Quarterly penetration testing at Lakewood, CO facility.	2011-12-31	2011-12-31	2011-12-06	91	25	27.47%
eOPF	Penetration Testing Q2 (External)	Quarterly penetration testing (done remotely)	2012-03-31	2012-03-31		90	-153	-170.00%
eOPF	ePower License	ePower License	2012-03-31	2012-03-31		90	-153	-170.00%

Key Deliverables								
Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days )	Schedule Variance (%)
eOPF	Maintenance Q2	Maintenance paid to software vendor on a quarterly basis. Assumes 1.3M licenses.						
	Penetration Testing Q2 (Internal)	Quarterly penetration testing at Lakewood, CO facility.	2012-03-31	2012-03-31		90	-153	-170.00%

## Section C: Operational Data

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
Percentage of converted hard copy official personnel folders governmentwide	percentage	Mission and Business Results - Management of Government Resources	Over target	0.000000	90.000000	88.900000	95.000000	Monthly
eOPF Customer satisfaction. Quarterly web-based survey administered to HR Specialists and employees using eOPF. Measure reflects percent of respondents that are satisfied or extremely satisfied with eOPF.	percentage	Customer Results - Customer Benefit	Over target	75.000000	90.000000	88.900000	90.000000	Quarterly
Percentage of C and A completed on time during the fiscal year	percentage	Process and Activities - Security and Privacy	Over target	100.000000	100.000000	100.000000	100.000000	Quarterly
eOPF Network Availability equals (percent of time application available) / (total available time per service agreement)	percentage	Technology - Reliability and Availability	Over target	99.000000	99.000000		99.200000	Monthly
Percentage of time Tier 1 Help Desk referrals are completed within 24 hours	percentage	Process and Activities - Cycle Time and Timeliness	Over target	94.000000	94.000000		95.000000	Quarterly